

ACORN e-Performance

Supervisor Cancels an Evaluation

Navigation: Main Menu>Manager Self Service>Performance Management>Performance Documents>Administrative Tasks>Cancel Document **ACORN Page** Instructions **PURPOSE:** Supervisors can cancel an evaluation they currently own that has not been completed. 1. Navigate to Main Menu>Manager Main Menu ▼ > Manager Self Service ▼ > Performance Management ▼ > Performance Documents ▼ > Administrative Tasks ▼ > Cancel Document This is Production!!!! Self Service>Performance Management>Performance Cancel Document To cancel a performance document, select the checkbox for the Employee and select the Continue push button. Documents in "Define Criteria or Track Progress or Evaluation" can be canceled. **Documents>Administrative** Tasks>Cancel Document. Personalize | Find | 🕮 | 🎹 First 🕚 1-5 of 5 🕦 Last ACORN will return all Employees Placer Performance Evaluation Employee,Amy D Evaluation in Progress 04/01/2015 04/01/2016 AdminTechnician who report to the Supervisor, that Placer Performance Evaluation Employee,Amy D Placer Performance Evaluation are due an evaluation. Click the Employee,Lynette Evaluation in Progress 07/01/2016 01/01/2017 AdminClerkSenior Placer Performance Evaluation checkbox next to the evaluation Supervisor, Susan J Evaluation in Progress 09/28/2015 03/28/2016 PersonnelAnalystll that will be cancelled. Click the Continue "Continue" button. Cancel Document 2. Confirm the appropriate evaluation **Confirm Cancellation** has been selected. Click the Documents you own Personalize | Find | 🗗 | 🎚 First 🕦 1 of 1 🕦 Last "Save" button. Document Type Period Begin Period End Job Title Employee,Amy D Placer Performance Evaluation Evaluation in Progress 01/01/2014 06/01/2016 AdminTechnician You have chosen to cancel the performance documents listed. To confirm this cancellation, select the **Save** button. Save Return to Previous Page 3. A save confirmation screen will Cancel Document appear. Click the "OK" button. Save Confirmation The evaluation will no longer be The Save was successful. available.

Last Modified: 5-20-2016